

# MEETING MINUTES

July 16, 2009

## GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Penney Hall at 9:00 a.m. July 16, 2009 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

### ATTENDANCE:

Committee: Penney Hall (Chairperson); Jan Smith; Everette Sullivan; Jan Lilly-Stewart; Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Greg Raber, Chris Miller, Pam Holt.

### MOTION #1

Mr. Sullivan moved to approve the minutes as presented. Ms. Lilly-Stewart seconded. Motion passed.

### COMMITTEE CHAIR REPORT:

Ms. Hall reported Green Acres did not apply for the DRS grants. There was discussion about what the next steps should be. A recommendation was made to write a letter to the Board members asking them for some indication that they are willing to commit time and money to the water project to bring it up to an acceptable standard.

### MOTION #2

Mr. Sullivan moved that Ms. Hall write a letter to the Chairman of the Board of the committee concerns. Ms. Smith seconded. Motion passed.

### EXECUTIVE SECRETARY REPORT:

Mr. Price reported.

\$5,901.32 – Annual Allocation  
3,718.00 – Total Expenses Paid  
\$2,183.32 – Balance Remaining FY09

## **REPORT OF THE CNA:**

No report

## **CONTRACT PRESENTATIONS:**

Ms. Hall reported the Fair Market Price (FMP) sub-committee had met. She said the sub-committee is recommending the approval of the fair market price of the following agencies:

Building Commission – state office buildings in Beckley, Capitol Complex, Davis Square, DEP-Kanawha City, Huntington, Parkersburg, Weirton, Jefferson Street  
Coal Heritage Highways Authority

Consolidated Public Retirement Board

WV DD Council

WV Division of Highways – Barbour, Braxton, Bridgeport, Buckhannon US 33, Burlington, Burnsville, Smith Street, Coon Knob, Dry Branch Road, Elkins, Fairmont Lab, Glenville, Havaco, Heaters, Hinton, Huntington, Huntington Warehouse, Lewisburg Equipment Garage, Lewisburg Equipment Garage, Lewisburg District 9 Office, Greenbrier County Office, Harts I-64, Harts Materials Building, Lewis County Office, Martinsburg, Martinsburg Engineering, Marion County Office, Monongalia County Office, New Creek, Parkersburg, Parkersburg Lab, Parkersburg Traffic & Utilities, Pineville, Princeton District 10 Office, Mercer County Office, Romney, Summersville, Union, Upshur Office, Webster Springs, District 7 Office, Weston Disforces, Mannington, Oak Hill, Cornerstone

WV Geological Survey

Homeland Security & Emergency Management – 4752 Chimney Drive, 4510 Pennsylvania Ave.

WV State Insurance Commission – Smith Street, Big Chimney, Beckley, Martinsburg

Office of Miner's Health and Safety

WV Public Service Commission

WV Bureau of Senior Services

School Building Authority

WV State Rail Authority

She said the average increase in these was 10% to 11%.

### **MOTION #3**

**Mr. Sullivan moved to approve the FMP sub-committee recommendations for the FMP of these contracts. Ms. Smith seconded. Motion passed.**

Ms. Holt presented the following contracts for approval:

ABC Commission went from \$7,013.76 to \$7,581.72 a 8.10% increase

Camp Dawson went from \$80,482.20 to \$84,321.60 a 4.77% increase

Air National Guard - Charleston went from \$62,392.09 to \$71,945.40 a 15.31% increase

Martinsburg went from \$77,651.88 to \$77,662.60 a 0.02% increase

Army National Guard Charleston went from \$8,272.32 to \$8,724.36 a 5.46% increase

DEP – Elkview went from \$5,167.32 to \$5,722.92 a 10.75%

Logan went from \$20,442.72 to \$22,828.56 a 11.67% increase

Oak Hill went from \$29,137.80 to \$29,621.52 a 1.66% increase

Philippi went from \$20,618.28 to \$22,140.00 a 7.38% increase

Teays Valley went from \$5,083.32 to \$5,612.76 a 10.42% increase

Welch went from \$7,321.20 to \$8,393.64 a 14.65% increase

State Police Huntington went from \$11,270.52 to \$11,749.92 a 4.25% increase

State Treasurer's Office – Charleston went from \$3,714.84 to \$4,036.08 a 8.695% increase

Martinsburg went from \$1,497.96 to \$1,642.92 a 9.68% increase

### **MOTION #4**

**Mr. Sullivan moved to approve the Fair Market Price of these contracts. Ms. Smith seconded. Motion passed.**

Ms. Hall said the Division of Purchasing is reviewing the commodities contract. She said the plans are to get it approved at the August meeting.

Ms. Hall said there is still work to be done with the janitorial contracts in particular with the Capitol Complex and the rest areas. These will be the focus over the next year.

### **CONTRACT COMPLAINTS:**

Mr. Raber reported there were no complaints for the month.

### **FINANCIAL REPORT:**

Mr. Miller reported the FY 2009 sales look like they will be about \$11.8 million, an increase of about \$130,000 over FY 2008.

The over 60 day accounts receivables were \$81,229 or 7.84% of total receivables.

## **OLD BUSINESS:**

Ms. Holt reported that Green Acres still had not submitted their 3<sup>rd</sup> quarter report.

There was a discussion regarding providing State Use employees with health insurance. One suggestion was to provide the CRP's with information on the M-WIN program, a Medicaid Buy-In program for people with disabilities who are working. The WVU Center for Excellence in Disabilities can provide the CRP's with the information.

## **MOTION #5**

**Mr. Sullivan moved to adjourn. Ms. Smith seconded. Motion passed.**